

Ergonomics Program

Checklist

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Ergonomics Program Checklist

California's ergonomics regulation requires certain employers to implement a program designed to reduce repetitive motion injuries (RMIs). The following checklist is designed to help an employer determine whether an ergonomics program is required, and to suggest some basic tasks necessary to implement such a program.

Step 1: Determine whether an ergonomics program is required. An ergonomics program is required by law when all of the following occur:

- ☐ Does the employer have 10 or more employees?
- ☐ Have 2 or more employees had RMIs?
- ☐ Were the employees with the RMIs performing the same repetitive motion task? (i.e., word processing, assembly, loading)
- ☐ Was the predominant cause (50% or more) of the RMIs work-related?
- ☐ Did a licensed physician identify and diagnose the RMIs as musculoskeletal injuries?
- ☐ Were the RMIs reported by the employees to the employer within the last 12 months?

Step 2: Consider engaging an ergonomics consultant. Employers who are required to implement an ergonomics program may want to consider engaging an outside consultant for their experience and technical expertise. Some items to consider when selecting a consultant:

- ☐ Determine why you want to engage an ergonomics consultant. What do you want to achieve with the consultant?
- ☐ Evaluate the candidate's expertise and experience, as well as cost, flexibility and service level.
- ☐ Does the consultant have an advanced degree in technical ergonomics or certification as a CPE (Certified Professional Ergonomist) or CIE (Certified Industrial Ergonomist)?
- ☐ Does the consultant have work experience in the tasks to be completed (job evaluation, solution development, training delivery)?
- ☐ Does the consultant have at least three professional references?

Step 3: Perform a worksite evaluation.

- ☐ Job Evaluation: Use risk factor checklists to identify jobs that present ergonomic risks. Sample risk factor checklists can be found in *Workplace Ergonomics: A Guide to Reducing Injuries*, published by the California Chamber.
- ☐ Symptom Survey: Distribute a symptom survey to all operators to identify operations that are a concern for early RMI symptoms. Sample symptom surveys can be found in *Workplace Ergonomics: A Guide to Reducing Injuries*, published by the California Chamber.
- ☐ Monitor Injury/Illness Data: Monitoring injury/illness trends over time can identify RMIs that might not otherwise be noticed. Injury/illness data can be found on your OSHA 200 Log, accident reports and other injury tracking documentation.

Step 4: Control Exposures. Exposures must be controlled in a timely manner. If the exposures cannot be controlled, they must be minimized to the extent feasible. Two types of controls must be considered:

Engineering Controls:

- ☐ Workstation redesign
- ☐ Adjustable fixtures
- ☐ Tool redesign

Administrative Controls:

- ☐ Job rotation
- ☐ Work pacing
- ☐ Work breaks

Step 5: Employee Training. Employees must be trained about:

- ☐ The employer's ergonomics program;
- ☐ The exposures that have been associated with RMIs;
- ☐ The symptoms and consequences of injuries caused by repetitive motion;
- ☐ The importance of reporting symptoms and injuries to the employer;
- ☐ Methods used by the employer to minimize RMIs.

For help with this information please contact :

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